



2023-24 Middle School Pre-Approved Absence Form

7301 Sardis Road | Charlotte, NC 28270 | 704-366-5657 | www.charlottechristian.com

PLEASE NOTE: This form must be fully completed and returned to the office at least one day prior to the expected absence to ensure the absence is recorded as excused. Additionally, in order to receive credit for classroom work, tests, homework, etc. missed due to the absence it must be completed and turned in, in advance, unless alternate arrangements were made with the teacher.

STEP 1: Parent notified office on _____ by: _____ phone _____ e-mail _____ note _____ in person

Student's Name _____ **Grade** _____

Parent's Signature _____
(not required if notification given by phone/note/email or in person)

Date(s) of Absence _____

Reason _____

Administrator Approval _____

STEP 2: Make proper arrangements with all teachers

Teachers: Please sign below (in your appropriate class period) acknowledging that the student named above has either completed all work to be missed, in advance, or made alternate arrangements to complete all assignments and/or tests missed during the permitted absence.

1st Period _____

5th Period _____

2nd Period _____

6th Period _____

3rd Period _____

7th Period _____

4th Period _____

STEP 3: Return completed form to the school office at least one day prior to intended absence.

Date Returned _____ **Received By** _____